



BOARD OF SELECTMEN
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BOARD MEETING MINUTES
January 03, 2018
6:30 p.m.

Selectmen Present: Susan Silverman, Nancy Carney, Daniel Baker

Ms. Silverman called the meeting to order at 7 p.m.

PRIMARY:

*** **APPROVE MINUTES**
- **December 27, 2017**

Ms. Carney made a motion to approve the minutes. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **APPROVE MANIFESTS**

Ms. Carney made a motion to approve the manifests. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 3-0

*** **DISCUSS STEEPLE REPAIRS**

Mr. Baker discussed his conversation with Quinton Jones. Mr. Jones felt that we needed to formulize our next steps – starting with an RFP. Mr. Baker stated that we were past doing an RFP. Mr. Jones had shared with Mr. Baker that what we were doing was buying a designer and builder and it's hard to write an RFP because we don't know what we have. There were two things that Mr. Baker stated we needed to do: 1 - send out a qualifications document – contractor then required to list a number of qualifications – i.e.: insurance carrier, approach, highest and lowest jobs, and references. Mr. Jones referred to it as an engineered project and gave Mr. Baker a document of things to ask, which would be a supplement to their proposal. 2 - enter into a contract that protects both parties – spells out the design, time-line and payment schedule. Mr. Jones would help us fill out the "consensus docs". Mr. Baker went through the questions and assignments. Ms. Silverman asked if we needed a project manager. Mr. Baker stated that we probably do. Mr. Baker also stated this holds the contractor in a binding agreement to do what they say they are going to do. If we do the 2 things that Mr. Jones brought up – we would be covered. The Selectmen agreed they needed to meet with Mr. Jones and have him help set up the documents. Mr. Jones had shared with Mr. Baker that the process of giving a bid on something the contractor can't really see – would have them give a range - otherwise they would give a high-end number. Mr. Jones has agreed to help us. Mr. Baker asked if the Selectmen would allow him to go to Barre to look at the job. Mr. Baker invited the other Selectmen to join him. Mr. Baker would schedule time for Mr. Jones to come in and meet with the Selectmen.

Ms. Silverman asked how far we could go being on the Historic Register and do we need to look into.

*** **BUDGET DISCUSSION**
- **CIP Recommendations**

Maintenance of Town Buildings Expendable Trust - \$192,000 in fund now. The Selectmen agreed to leave the request at \$120,000 and if needed, could have a special meeting.

Repair Roads - Mr. Cuomo requested \$300,000. Ms. Silverman stated she would proposed to CIP to leave at \$300,000. The Selectmen agreed to leave at \$300,000.

Equipment Repair Expendable Trust – Mr. Cuomo requested \$20,000. The Selectmen agreed with this amount.

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Bridge and Culvert Repairs Expendable Trust – Mr. Cuomo requested \$35,000. CIP reduced to \$20,000. \$20,000 in fund. Ms. Silverman read the description of the expendable trust. CIP felt if adding \$20,000 – would be 40,000 in the fund. The Selectmen agreed with CIP.

Replacing dump truck – The Selectmen agreed to add \$50,000.

Transfer Station – The Selectmen agreed with the amount.

Police Department - cruiser purchase - \$42,000 requested. CIP rated as 4 – necessary and would like to put \$20,000 in an expendable trust this year. The Selectmen agreed to split out to \$21,000 over the next 2 years.

Painting – Library – CIP recommended 0 for 2018. CIP wanted more research to be done on the type of fencing. Mr. Baker felt the fence needed to be replaced. Replacing the tree – CIP rated as a 2 – deferrable. Mr. Baker asked if research could be done with the Library and the Selectmen. It was an opportunity to work together. The Selectmen agreed to leave at 0 for both the tree and the fence.

Fire Department – \$25,000 requested – CIP recommended \$20,000. New piece of apparatus. \$90,000 in fund. Description changed to include new apparatus and new equipment. The Selectmen agreed with CIP. Ms. Carney shared getting close to the 20 year replacement.

Equipment Replacement - SCBAs – Ms. Carney shared she was writing a grant.

Maintenance Equipment and Vehicle Expendable Trust – requested \$5,000 – CIP recommended \$3,000. Close to \$10,000 in fund. The Selectmen agreed with CIP.

Conservation Commission - Purchase Land Expendable Trust – requested \$10,000. CIP recommended \$5,000. The Selectmen agreed with CIP.

*** **REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and signed.

Ms. Carney left the meeting to attend another meeting.

*** **REVIEW LETTER OF COMMITMENT HOUSEHOLD HAZARDOUS COLLECTION**

Ms. Silverman reviewed the letter from the City of Keene regarding commitment for household hazardous collection. After discussion, the Selectmen agreed to utilize.

Mr. Baker made a motion to approve the hazardous collection commitment. Ms. Silverman seconded. Mr. Baker – Yes, Ms. Silverman - Yes. Approved – 2-0

*** **REVIEW LETTER FROM GZA**
Re: Eversource state permitting maintenance of utility line

Ms. Silverman reviewed the letter from GZA for Eversource maintenance of utility line.

*** **REVIEW WAGE COMPARISON FROM NHMA - TABLED**

*** **DISCUSS CHANGES TO PERSONNEL POLICY - TABLED**

*** **DISCUSS EVALUATION FORM**

The Selectmen discussed the evaluation forms and agreed to merge the two forms.

*** **REVIEW HEALTH AGENCY REQUEST**

Ms. Favreau shared that a new request from The Samaritans Inc. requesting \$250 for 2017/2018 to help them maintain their crisis hotline had come in. Mr. Baker asked if the Selectmen had the support of the taxpayers to approve. Ms. Favreau shared that years ago these requests were done as separate warrant articles. Ms. Favreau didn't know if a separate warrant article would need to be done because these requests are listed in the budget and submitted at the budget hearing. Mr. Baker asked if we were within budget to do. The Selectmen agreed to add the request to the budget.

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*** **REVIEW LETTER FROM TRUSTEES OF TRUST FUNDS**
Re: fees

Ms. Favreau shared that she had asked Nick Noyes about Mr. Bakers question regarding the fees coming out of the trust funds. Mr. Noyes responded that it was a significant earning potential to have the fees come out of the Town's General Fund and not from the Town's investments. The Selectmen reviewed the information from Mr. Noyes.

*** **DISCUSS WEX CARD**

Ms. Favreau shared that she had contacted the State to find out if the Wex card replaced the State card and was told no. Ms. Favreau noted the Wex card does charge fees and there was no advantage to use.

*** **REVIEW PDQ REPORTING – KMO**

Ms. Silverman reviewed the KMO report which noted that 25 truckloads were taken out during the last quarter. Ms. Silverman shared that she can hear where they are working and thought that they had moved beyond the new State approved location.

*** **NON-PUBLIC SESSION RSA 91-A:3 II(a) – EMPLOYEE RESIGNATION**

At 7:35 p.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(a). Ms. Silverman seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Silverman - Yes.
At 7:37 p.m. Mr. Baker made a motion to leave non-public session. Ms. Silverman seconded and the motion passed 2-0. Roll Call vote: Mr. Baker – Yes, Ms. Silverman - Yes.

Other Business:

The Selectmen discussed the option to stay with Primex and participate in their Contribution Assurance Program (CAP) for a 3 year period with a guarantee of a 9% cap on any increase.

After discussion, Ms. Silverman made a motion to stay with Primex for the next 3 years. Mr. Baker seconded. Mr. Baker – Yes, Ms. Silverman - Yes. Approved – 2-0

Ms. Silverman made a motion to adjourn the meeting at 7:55 p.m. Mr. Baker seconded and the motion passed. 2-0

Submitted by:

Sheryl White
Secretary to the Board of Selectmen

Susan Silverman, Chairman

Nancy Carney, Vice Chairman

Daniel Baker
Board of Selectmen